

**REQUEST FOR COUNCIL ACTION**  
CITY OF SAN DIEGO

**001771**

1. CERTIFICATE NUMBER  
(FOR AUDITOR'S USE ONLY) **121**  
12/02  
3. DATE: **September 9, 2008**

TO: **CITY ATTORNEY**

2. FROM (ORIGINATING DEPARTMENT):  
**WATER**

4. SUBJECT:

**CONFLICT OF INTEREST CODE FOR THE WATER DEPARTMENT**

5. PRIMARY CONTACT (NAME, PHONE & MAIL STA.)

**Agnes Generoso, MS 904A, (619) 533 - 7567**

6. SECONDARY CONTACT (NAME, PHONE & MAIL STA.)

**Erik Hanson, MS 904A, (619) 533 - 5276**

7. CHECK BOX IF REPORT TO COUNCIL IS ATTACHED ☐

**8. COMPLETE FOR ACCOUNTING PURPOSES**

FUND					9. ADDITIONAL INFORMATION / ESTIMATED COST:
DEPT.					
ORGANIZATION					
OBJECT ACCOUNT					
JOB ORDER					
C.I.P. NUMBER					
AMOUNT					

**10. ROUTING AND APPROVALS**

ROUTE (#)	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED	ROUTE (#)	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED
1	ORIGINATING DEPARTMENT	<i>[Signature]</i>	<b>9/2/08</b>	8	DEPUTY CHIEF	<i>[Signature]</i>	<b>9/2</b>
2				9	COO		
3				10	CITY ATTORNEY	<i>[Signature]</i>	<b>11/7/08</b>
4	LIAISON OFFICE			11	ORIGINATING DEPARTMENT	<i>[Signature]</i>	<b>10/31/08</b>
5					DOCKET COORD: _____	COUNCIL LIAISON: _____	
6					COUNCIL PRESIDENT <input checked="" type="checkbox"/> SPOB <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> ADOPTION <input type="checkbox"/>		
7					<i>[Signature]</i> <input type="checkbox"/> REFER TO: _____	COUNCIL DATE: <b>12/2/08</b>	

11. PREPARATION OF:

☐ RESOLUTION(S)

☐ ORDINANCE(S)

☐ AGREEMENT(S)

☐ DEED(S)

**Adopting the revised Conflict of Interest Code for the Water Department**

11A. STAFF RECOMMENDATIONS:

**Approve the revised Conflict of Interest Code and appendices as submitted.**

12. SPECIAL CONDITIONS:

**COUNCIL DISTRICT(S): ALL**

**COMMUNITY AREA(S): CITYWIDE**

**ENVIRONMENTAL IMPACT: N/A**

**HOUSING IMPACT: N/A**

**OTHER ISSUES: NONE**

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**EXECUTIVE SUMMARY SHEET**  
CITY OF SAN DIEGO

DATE ISSUED: September 9, 2008 REPORT NO: N/A  
ATTENTION: Council President and City Council  
ORIGINATING DEPARTMENT: Water Department  
SUBJECT: CONFLICT OF INTEREST CODE FOR THE WATER  
DEPARTMENT  
COUNCIL DISTRICT(S): All  
CONTACT/PHONE NUMBER: Agnes Generoso, (619) 533 - 7576

REQUESTED ACTION: Approve the resolution adopting the revised Conflict of Interest Code for the Water Department.

STAFF RECOMMENDATION: Pass Resolution

EXECUTIVE SUMMARY: This revision is intended to conform to Government Code Section 87305.5 requiring a biennial review and update of local conflict of interest codes as reflected in City Council Resolution No. R-303718 adopted on May 27, 2008. The Water Department Code has been revised to include new positions which had not been previously designated, remove positions previously designated but now more appropriately included in other City departments' Conflict of Interest Codes, and to update the required filing categories for each designated position.

FISCAL CONSIDERATIONS: None.

PREVIOUS COUNCIL and/or COMMITTEE ACTION: N/A

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS: N/A

KEY STAKEHOLDERS AND PROJECTED IMPACTS: N/A

 9/2/08  
\_\_\_\_\_  
Alex Ruiz  
Assistant Water Department Director

 9/2/08  
\_\_\_\_\_  
J. M. Barrett  
Director of Public Utilities

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## 2008 Local Agency Biennial Notice

Name of Agency: City of San Diego Water Department  
Mailing Address: 600 B Street Suite 400 (MS 904A) San Diego CA 92101  
Contact Person: Agnes Generoso  
Phone Number: (619) 533 - 75767 Fax Number: (619) 533 - 4132  
E-mail: ageneroso@sandiego.gov

This agency has reviewed its conflict of interest code and has determined that:

X The code needs to be amended and the following amendments are necessary:

*(Check all that apply)*

- X Include new positions (including consultants) which must be designated (App. A)  
     Delete positions that manage public investments from the list of designated positions.  
X Revise disclosure categories (App. B)  
X Revise the titles of existing positions (App. A)  
X Delete the titles of positions that have been abolished (App. A)  
     Other

     No amendments are necessary. The agency's code accurately designates all positions that make or participate in the making of governmental decisions; the disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property and sources of income which may foreseeably be affected materially by the decisions made by those holding the designated positions; and the code includes all other provisions required by Government Code Section 87302.

  
\_\_\_\_\_  
Signature of Chief Executive Officer  
(Assistant Water Department Director)

8/29/08  
\_\_\_\_\_  
Date

You must complete this report regardless of how recently your code was approved or amended.

**Please return this report by August 22, 2008, to:**

Denise Jenkins, Elections Analyst  
Office of the City Clerk  
202 C Street, MS 2A  
San Diego, CA 92101

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# CERTIFICATION

The foregoing amendment to the Conflict of Interest Code was prepared by the City of

San Diego's WATER DEPARTMENT

(name of department/agency/board)

after a fair opportunity was offered to the members of the department/agency/board to present their views.

Algebra B 5/2/08

(signature of executive officer)

(date)

WATER DEPARTMENT  
CONFLICT OF INTEREST CODE

APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

ADMINISTRATION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Director of Public Utilities	Administration of the Water and Metropolitan Wastewater Departments	1
Assistant Director	Responsible for directing and coordinating the daily managerial activities of the Department; represents the Department at City Council Committees and in various civic, community, professional, and business forums.	1
Deputy Director (Business Operations)	Supervises and administers the Financial Services, and Contract and Grants Section. Analyze cost and MIS budgetary data. Oversee departmental financial and budget issues. Verifies proper disbursements and expenditures.	1
Program Manager (Human Resources)	Responsible for the overall management of the Water Department's Labor Relations and the Human Resources Program, which include the centralized payroll, training and analytical sections.	1
Utilities Customer Advocate	Assists Water and Metropolitan Wastewater customers who have difficult, high level concerns. Provides the departments with an added customer perspective regarding their business operations.	2
Supervising Management Analyst (Financial Services)	Supervises, analyzes and administers revenue and expenditure plan data, cost, and budgetary data. Assists in overseeing departmental financial and budget issues.	2
Supervising Management Analyst (Grants and Agreements)	Supervises, analyzes and helps administer grants, agreements, and legislative review. Assists in overseeing departmental financial, budget and contract issues.	2
Training Manager	Supervise and administer overall department general job training program.	2

Training Supervisor	Assists the Training Manager in administering overall Department job training program. Responsible for making recommendations to the Training Manager regarding selection of outside vendors and services for the Water Department.	2
Principal Contract Specialist (Contracts Section Manager)	Plans and directs the work of contract specialist; participate in the more highly complex contract administration. Negotiates, awards, administers, and terminates various types of contracts including public works consulting, design, construction, and pre-purchase of materials and equipment contracts; develops and maintains commercial terms and conditions of contracts; develops negotiation plans and strategies; and prepares reports.	2
Consultant	As specified in contract.	3

WATER DEPARTMENT  
CONFLICT OF INTEREST CODE

APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

BUSINESS AND SUPPORT SERVICES DIVISION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Deputy Director	Responsible for management of department financial, budget and internal control activities; oversees administration of the Financial Services, Contract and Grants, Rate Analysis, IS and Training sections.	1
Program Manager (Rate Analysis and CIP)	Manage rate setting and monitoring of Capital Improvement. Oversee three sections: Rates & Finance, CIP & Records Management.	1
Supervising Economist	Performs water rate analysis and coordinates finances for CIP Program.	2
Supervising Departmental Human Resources Analyst	Responsible for the overall management of the Water Department's Human Resources Program, which include the centralized payroll and HR analytical sections.	2
Supervising Management Analyst (Financial Services)	Supervises, analyzes and administers revenue and expenditure plan data, cost, and budgetary data. Assists in overseeing departmental financial and budget issues.	2
Supervising Management Analyst (Grants and Agreements)	Supervise, analyze and help administer grants, agreements, and legislative review. Assist in overseeing departmental financial, budget and contract issues.	2
Training Manager	Supervise and administer overall department general job training program.	2
Training Supervisor	Assist the Training Manager in administering overall Department job training program. Responsible for making recommendations to the Training Manager regarding selection of outside vendors and services for the Water Department.	2
Information Systems Administrator	Leader and manager of Information Services Section and the Department Information	2

	<p>Systems Program. Advocate and Implementer of Strategic Business Plan Technology Strategy and the Information Systems Master Plan. Manager of IS financial planning and budgeting. Manager of the development and implementation of IS projects, policies, procedures and training.</p>	
Information Systems Analyst IV	<p>Supervises and administers the Systems Application/Data Management Group within the Information Services Section. Oversees the development and maintenance of information systems projects. Leads enterprise data management. Manages the reporting for the Water Operations Bid-To-Goal and Pay for Performance programs.</p>	2
Information Systems Analyst IV (Infrastructure Operations Manager)	<p>Supervises and administers the Infrastructure/Operations Group within the Information Services Section. Oversees the Department Help Desk, network, server and desktop environments. Manages hardware/software procurement, installations, maintenance and inventories. Leads enterprise network infrastructure.</p>	2
Consultant	<p>As specified in contract.</p>	3



WATER DEPARTMENT  
CONFLICT OF INTEREST CODE

APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

CUSTOMER SUPPORT DIVISION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Deputy Director	Administer work programs and budget of the Customer Support Division.	1
Assistant Deputy Director	Assists work programs and budget of the Customer Support Division.	1
Water Resources Manager	Responsible for the development and implementation of water conservation programs and evaluation of new programs and technologies that help and support conserving water.	1
Supervising Management Analyst (Water Conservation)	Supervise and administer overall water conservation efforts for City. Perform field investigations and water conservation audits.	2
Supervising Management Analyst (Landscape Conservation Designer)	In charge of developing and implementing outdoor water conservation programs and supervising Field Reps and Irrigation Specialists. The person also is the subject matter expert in landscape and irrigation technology, principles and practices, often advising City and other agency staff as it relates to landscape design and irrigation efficiency.	2
Supervising Management Analyst (Automated Meter Reading Program Manager)	Supervises a team of professional level administrative staff performing a variety of Division support work, including: budget and expenditure monitoring; performance measurement development; BID TO GOAL implementation monitoring; development and deployment of Automated Meter Reading technology, including contract procurement and negotiations, cost accounting, performance monitoring of selected vendor(s), financing, etc.; and other assigned admin duties.	2
Supervising Public Information Officer	Educates and informs the public of the Water Department's programs and policies. Responds	2

	to media inquiries and runs the Department's web pages.	
Claims and Insurance Manager (Customer Information and Billing Manager)	Supervises Customer Service Section, Office Operations, including billing charges and adjustments, payment processing, delinquent account collection and resolution. Interprets and enforces Municipal Code, and City and Departmental policies.	2
Claim and Insurance Manager(Compliance and Meter Reading Manager)	Supervises Customer Service section, Field Operations, including Consumer Services, Code Compliance, Sewer Classification and Inspection, Meter Reading, Route Management, and Water Restoration. Interpret and enforce Municipal Code and City Department policies.	2
Water System District Manager (Meter Services Manager)	Supervises meter services operations and assumes responsibility for and coordinates the water meter installation replacement program and the Cross-Connection Inspection program.	2
Associate Engineer - Civil	Oversees the Recycled Water System.	2
Principal Engineering Aide (Cross-Connection Prevention Program)	Responsible for enforcement of cross-connection prevention requirements at all private and public water consuming properties; enforces State and County codes and regulations; Certifies private backflow maintenance personnel for work within the City's jurisdiction; is the representative at County/State level on all regulatory matters.	2
Information Systems Administrator	<del>Leader and manager of Information Services Section and the Department Information Systems Program. Advocate and Implementer of Strategic Business Plan Technology Strategy and the Information Systems Master Plan. Manager of IS financial planning and budgeting. Manager of the development and implementation of IS projects, policies, procedures and training.</del>	<del>2</del>
Information Systems Analyst IV	<del>Supervises and administers the Systems Application/Data Management Group within the Information Services Section.</del>	<del>2</del>

<p>Information Systems Analyst IV (Infrastructure Operations Manager)</p> <p>Consultant</p>	<p>Oversees the development and maintenance of information systems projects. Leads enterprise data management. Manages the reporting for the Water Operations Bid To Goal and Pay for Performance programs.</p> <p>Supervises and administers the Infrastructure/ Operations Group within the Information Services Section. Oversees the Department Help Desk, network, server and desktop environments. Manages hardware/software procurement, installations, maintenance and inventories. Leads enterprise network infrastructure.</p> <p>As specified in contract.</p>	<p>2</p> <p>3</p>
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WATER DEPARTMENT  
CONFLICT OF INTEREST CODE

APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

ENGINEERING AND CIP MANAGEMENT DIVISION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Deputy Director	Manages and administers a Program Management division for the execution of complex design and construction projects in the Water Department's Capital Improvements Program. Oversees the engineering, construction and technical aspects of these projects. Coordinates operational needs and other regulatory requirements with other City divisions, agencies and authorities as necessary.	1
Senior Civil Engineer (Water Treatment Plants Section Manager)	Provides non-personnel funding for the design, design reviews, construction, upgrade, and expansion of the Alvarado, Otay, and Miramar water treatment plants.	2
Senior Civil Engineers (North and South Section Managers)	Provides non-personnel funding for the design, design reviews, construction management of water systems infrastructure capital projects in the Northern and Southern geographical region of San Diego. These Sections are responsible for pipelines, reservoirs, and pump station projects.	2
Senior Civil Engineer (CIP Operations Liaison)	Ensures that the operational perspective is incorporated into the planning and design phases of a CIP project by resolving project and system issues related to the program. It provides a conduit between the Operations Division and Capital Improvements Program. Serves as the initial "think-tank" for operational alternatives that may assist the project manager with cost savings opportunities in construction of particular projects.	2
Senior Civil Engineer (Project Planning and Development)	Manages and executes all planning phases responsibilities. This effort ranges from long range system master planning to project definition and development to an approximate ten percent design level of effort.	2

Senior Electrical Engineer (Corrosion)	Supervise and manage the Corrosion and associated corrosion related projects. Oversee as-needed contracts and other consultant services.	2
Associate Civil Engineer (CIP Operations Liaison)	Responsible for all Water Department operational plan checks. Works with Risk Management, Development Services Departments and developers in the construction on new water infrastructure throughout the city.	2
Associate Civil Engineer (Discretionary Review)	Responsible for all Water Department discretionary map review. Works with Development Services Department and developers for the planning, design, and construction of new water infrastructure throughout the city.	2
Consultant	As specified in contract	3

WATER DEPARTMENT  
CONFLICT OF INTEREST CODE

APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

WATER OPERATIONS DIVISION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Deputy Director	Responsible for direction and management of all division activities. <del>Make or approve all decisions to request equipment, Supplies, materials and services.</del> Develop and propose the Water Operations Division's budget. Make recommendations for plant expansions, modifications and improvements. Review all plans and specifications for Capital Improvement Projects.	1
Assistant Deputy Director	<del>Assists the Deputy Director in the administration of work programs and budget of the Water Operations Division</del>	1
Program Manager (Construction)	Responsible for reviewing, modifying, and developing Departmental policy regarding the methods and procedures used to achieve the objectives of the Department's construction operations. Develop and implement internal mechanisms to capture and analyze the fully allocated cost regarding the provisions of service within the new geographic structure.	1
Program Manager (Operations and Engineering)	Responsible for the oversight of operation of the potable water treatment plants and transmission system, for the operation of the Water Quality Laboratory, and the Division's engineering programs including design, planning and operations. <del>all non-CIP engineering within the Water Department, administer Maps &amp; Records underground location services, Geographic Information Systems (GIS) and locating, Treatment Plant engineering, Corrosion Control engineering, Groundwater Production, Water Modeling, Hydrography, Pump Station engineering and all engineering related to Reservoirs And Dam Safety and distribution system operations.</del>	1

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Water Production Superintendent (Water Filtration Plant)	Responsible for supervising the maintenance and operations and maintenance of the potable water system, including participating in the planning of capital improvement projects. of water plants. Request and recommend purchase of equipment, machine parts, and chemical supplies for treatment processes. Recommend repair and maintenance services. Make recommendations regarding Capital Improvements including expansion, modification, and replacement. Can approve/ disapprove items of equipment in new construction projects.	2
Supervising Management Analyst	Assist in the administration of all work programs and personnel issues in the Water Operations Division.	2
Water Production Superintendent (Water Lab)	Responsible for supervising maintenance and operation Superintendent (Including chemical, mechanical, and biological water treatment) of the Water Quality Laboratory. Requests and recommends purchase of equipment and chemical supplies for treatment processes and quality testing. Recommends repair and maintenance services and Capital Improvements including major expansion, modification, and replacement. Can approve/disapprove items of equipment in new construction projects. Participates in the acceptance of completed construction work. Set specifications of construction contracts, administer design contracts, and recommend award of contracts.	2
Senior Civil Engineer (Operations)	Plans, directs and supervises the Water Operations Division's engineering programs including design, planning and operations.	2
Senior Chemist	Responsible for the administration and supervision of the Chemistry Section in the Water Quality Laboratory. Recommends changes to the operation and maintenance of the water system.	2
Senior Biologist	Responsible for the administration and supervision of the Biology Section in the Water Quality Laboratory. Recommends changes to the	2

	operation and maintenance of the water system.	
Water Systems District Manager (North)	Responsible for coordination of all Division construction and distribution system maintenance, including make recommendations for equipment and capital improvements.	2
Water Systems District Manager (South)	Responsible for coordination of all Division construction and distribution system maintenance, including make recommendations for equipment and capital improvements.	2
Water Systems District Manager (Emergency Services)	Responsible for coordination of all Division construction and distribution system maintenance, including make recommendations for equipment and capital improvements.	2
Senior Water Operations Supervisor (Alvarado)	Responsible for the operation and maintenance of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.	2
Senior Water Operations Supervisor (Otay)	Responsible for the operation and maintenance of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.	2
Senior Water Operations Supervisor (Miramar)	Responsible for the operation and maintenance of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.	2
Lakes Program Manager	Responsible for the operation and maintenance of the dams, reservoirs, and raw water transmission system. Oversees, directs, and administers the City Lakes Recreation Program.	2
Safety Manager	Supervise and administer overall department safety functions/activities.	2
Supervising Public Information Officer	Responsible for the Division's public information and outreach efforts.	2
Stormwater/Watershed Program Manager	<del>Responsible for Compliance of Stormwater Program and overall administration of department watershed.</del>	2
Consultant	As specified in contract.	3



WATER DEPARTMENT  
CONFLICT OF INTEREST CODE

APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

WATER POLICY & STRATEGIC PLANNING DIVISION  
WATER RESOURCES AND PLANNING DIVISION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Deputy Director	Responsible for oversight, direction and management of all Division activities including included in this appendix <del>the department's Strategic Business Plan, Asset Management System, Long-Range Water Resources Plan, reclaimed water rate case, negotiating agreements for the sale of reclaimed water with wholesale customers, and the City's Water Reuse Program.</del>	1
Supervising Management Analyst	<del>Responsible for supporting the Strategic Business Plan implementation activities; benchmarking and other continuous improvement efforts</del>	2
Principal Water Resources Specialist	Responsible for selecting consulting firms and overseeing their work on water reliability planning and feasibility studies including but not limited to: pilot, demonstration and other complex water supply initiatives for groundwater and, desalination projects. <del>water transfers and asset management projects. Supervises three Associate Civil Engineers in the management of these agreements. Oversees preparation of reclaimed water rate case.</del> Negotiates or participates in negotiations of agreements with other water agencies. Responsible for the SB610/221 water supply assessments of development proposals.	2
Senior Water Resources Specialist	<del>Assists with, and participates on, consultant selection and review committees for the Water Department, other City Departments, and other water agencies;</del> Formulates opinions and makes recommendations to the Division Deputy Director and/or Department Director regarding most appropriate position for the City on water policy issues; serves on numerous committees for the City of San Diego Water Department	2

Senior Environmental Planner	<p>dedicated to water policy issues; monitors, reviews, and evaluates, programs and specific proposals developed by various agencies and others which could impact the reliability, price or quality of water supplies available in the City.</p> <p>Responsible for environmental, storm water and permit compliance activities for non-CIP projects; supervises the preparation, review and processing of environmental documents and permit applications, as well as implementation of mitigation monitoring, reporting programs and long-term habitat restoration plans; reviews and coordinates the environmental documents and policies of city departments, other agencies and private developers affecting Department resources and programs; coordinates habitat restoration and other resource protection on Water Dept-owned land.</p>	2
Supervising Public Information Officer	<p>Responsible for leading public outreach and community involvement efforts associated with the Water Department's Water Resource and Planning division. Project work ranges from increasing local water supply such as water recycling and ground water development to water and reclaimed water rate increases. This position also provides back-up support duties to the Deputy Director, in responding to media inquiries and managing consultants hired to perform public outreach work for the department.</p>	2
Water Reuse Recycled Water Program Manager	<p>Manage and directs Department's water recycling program including: regulatory "on-site" field inspections and cross connection control, long-range planning and recycled water project development, feasibility studies, engineering and plan checking for future customer sites, and marketing activities and consultant contracts. Negotiate, oversee, and prepare or review of agreements with other agencies and or customers regarding the purchase of recycled water or "on-site" recycled water system construction infrastructure. Develop or review participation agreements with</p>	2 1

	water agencies, government entities or other utilities.	
Senior Civil Engineer	<del>Oversees the planning, designing and plan checking of the Recycled Water Program, as well as construction administration of recycled water retrofit projects and the cross connection program.</del>	2
Senior Civil Engineer (Recycled Water Program)	<del>Responsible for: updating the City's Recycled Water Standards &amp; Guidelines, Land Development Code and Plumbing Code; management of the recycled water CIP projects; technical support for interagency recycled water contracts and in-house recycled water design and planning.</del> Oversees in-house design, plan review and regulatory inspections (cross connection control) for the Recycled Water Program, as well as construction administration of recycled water retrofit projects. Perform public outreach and technical support to current and potential recycled water customers and manufacturers of cooling towers and pretreatment systems.	2
Senior Civil Engineer (CIP Planning and Design Guidelines)	Oversees water facilities masterplanning, 10% designs, prioritization, Engineering & Capital Project Department's (ECP) Water CIP Execution, and design guidelines and standards. Ensures that both the operational perspective and long-term supply needs are incorporated in project scopes and reflected in CIP priorities. Prepares business case evaluations when projects have multiple feasible alternatives. Coordinates with the Business & Support Services' Financial Section to ensure that the CIP is consistent with program budgets.	2
Senior Civil Engineer (Water Review and Hydraulic Modeling)	Oversees the new development ministerial and discretionary water reviews for Water Department infrastructure City-wide. In addition, this position oversees the Hydraulic Modeling and Pipeline Assessment groups and performs liaison responsibilities with Caltrans, Unified Port of San Diego, and other agencies.	2

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CIP Program Manager	Responsible for planning and program management of the Water Department Capital Improvement Program (CIP). Planning includes hydraulic modeling, master planning, and development review. Program management includes determining the scope, scheduling, and budget of proposed CIP projects, as well as oversight of the Engineering Department's design and construction execution.	1
Sr Contracts Specialist	Prepares contract documents and specifications; Estimates construction costs and time requirements; Monitors consultant contracts; Negotiates scope of work; Ensures contract compliance; Provide functional supervision over contract design consultants	2
Consultant	As specified in contract.	3

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WATER DEPARTMENT  
CONFLICT OF INTEREST CODE

APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

ADMINISTRATION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Director of Public Utilities	Administration of the Water and Metropolitan Wastewater Departments	1
Assistant Director	Responsible for directing and coordinating the daily managerial activities of the Department; represents the Department at City Council Committees and in various civic, community, professional, and business forums.	1

**WATER DEPARTMENT  
CONFLICT OF INTEREST CODE**

**APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

**BUSINESS AND SUPPORT SERVICES DIVISION**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
Deputy Director	Responsible for management of department financial, budget and internal control activities; oversees administration of the Financial Services, Contract and Grants, Rate Analysis, IS and Training sections.	1
Program Manager (Rate Analysis and CIP)	Manage rate setting and monitoring of Capital Improvement. Oversee three sections: Rates & Finance, CIP & Records Management.	1
Supervising Economist	Performs water rate analysis and coordinates finances for CIP Program.	2
Supervising Departmental Human Resources Analyst	Responsible for the overall management of the Water Department's Human Resources Program, which include the centralized payroll and HR analytical sections.	2
Supervising Management Analyst (Financial Services)	Supervises, analyzes and administers revenue and expenditure plan data, cost, and budgetary data. Assists in overseeing departmental financial and budget issues.	2
Supervising Management Analyst (Grants and Agreements)	Supervise, analyze and help administer grants, agreements, and legislative review. Assist in overseeing departmental financial, budget and contract issues.	2
Training Manager	Supervise and administer overall department general job training program.	2
Training Supervisor	Assist the Training Manager in administering overall Department job training program. Responsible for making recommendations to the Training Manager regarding selection of outside vendors and services for the Water Department.	2
Information Systems Administrator	Leader and manager of Information Services Section and the Department Information	2

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	<p>Systems Program. Advocate and Implementer of Strategic Business Plan Technology Strategy and the Information Systems Master Plan. Manager of IS financial planning and budgeting. Manager of the development and implementation of IS projects, policies, procedures and training.</p>	
<p>Information Systems Analyst IV</p>	<p>Supervises and administers the Systems Application/Data Management Group within the Information Services Section. Oversees the development and maintenance of information systems projects. Leads enterprise data management. Manages the reporting for the Water Operations Bid-To-Goal and Pay for Performance programs.</p>	<p>2</p>
<p>Information Systems Analyst IV (Infrastructure Operations Manager)</p>	<p>Supervises and administers the Infrastructure/Operations Group within the Information Services Section. Oversees the Department Help Desk, network, server and desktop environments. Manages hardware/software procurement, installations, maintenance and inventories. Leads enterprise network infrastructure.</p>	<p>2</p>
<p>Consultant</p>	<p>As specified in contract.</p>	<p>3</p>

WATER DEPARTMENT  
CONFLICT OF INTEREST CODE

APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

CUSTOMER SUPPORT DIVISION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Deputy Director	Administer work programs and budget of the Customer Support Division.	1
Assistant Deputy Director	Assists work programs and budget of the Customer Support Division.	1
Water Resources Manager	Responsible for the development and implementation of water conservation programs and evaluation of new programs and technologies that help and support conserving water.	1
Supervising Management Analyst (Water Conservation)	Supervise and administer overall water conservation efforts for City. Perform field investigations and water conservation audits.	2
Supervising Management Analyst (Landscape Conservation Designer)	In charge of developing and implementing outdoor water conservation programs and supervising Field Reps and Irrigation Specialists. The person also is the subject matter expert in landscape and irrigation technology, principles and practices, often advising City and other agency staff as it relates to landscape design and irrigation efficiency.	2
Supervising Management Analyst (Automated Meter Reading Program Manager)	Supervises a team of professional level administrative staff performing a variety of Division support work, including: budget and expenditure monitoring; performance measurement development; BID TO GOAL implementation monitoring; development and deployment of Automated Meter Reading technology, including contract procurement and negotiations, cost accounting, performance monitoring of selected vendor(s), financing, etc.; and other assigned admin duties.	2
Supervising Public Information Officer	Educates and informs the public of the Water Department's programs and policies. Responds	2



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	to media inquiries and runs the Department's web pages.	
Claims and Insurance Manager (Customer Information and Billing Manager)	Supervises Customer Service Section, Office Operations, including billing charges and adjustments, payment processing, delinquent account collection and resolution. Interprets and enforces Municipal Code, and City and Departmental policies.	2
Claim and Insurance Manager(Compliance and Meter Reading Manager)	Supervises Customer Service section, Field Operations, including Consumer Services, Code Compliance, Sewer Classification and Inspection, Meter Reading, Route Management, and Water Restoration. Interpret and enforce Municipal Code and City Department policies.	2
Water System District Manager (Meter Services Manager)	Supervises meter services operations and assumes responsibility for and coordinates the water meter installation replacement program and the Cross-Connection Inspection program.	2
Associate Engineer - Civil	Oversees the Recycled Water System.	2
Principal Engineering Aide (Cross-Connection Prevention Program)	Responsible for enforcement of cross-connection prevention requirements at all private and public water consuming properties; enforces State and County codes and regulations; Certifies private backflow maintenance personnel for work within the City's jurisdiction; is the representative at County/State level on all regulatory matters.	2
Consultant	As specified in contract.	3

WATER DEPARTMENT  
CONFLICT OF INTEREST CODE

APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

WATER OPERATIONS DIVISION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Deputy Director	Responsible for direction and management of all division activities. Develop and propose the Water Operations Division's budget. Make recommendations for plant expansions, modifications and improvements. Review all plans and specifications for Capital Improvement Projects.	1
Program Manager (Construction)	Responsible for reviewing, modifying, and developing Departmental policy regarding the methods and procedures used to achieve the objectives of the Department's construction operations. Develop and implement internal mechanisms to capture and analyze the fully allocated cost regarding the provisions of service within the new geographic structure.	1
Program Manager (Operations and Engineering)	Responsible for the oversight of operation of the potable water treatment plants and transmission system, for the operation of the Water Quality Laboratory, and the Division's engineering programs including design, planning and operations.	1
Water Production Superintendent	Responsible for supervising the operations and maintenance of the potable water system, including participating in the planning of capital improvement projects.	2
Supervising Management Analyst	Assist in the administration of all work programs and personnel issues in the Water Operations Division.	2
Senior Civil Engineer (Operations)	Plans, directs and supervises the Water Operations Division's engineering programs including design, planning and operations.	2
Senior Chemist	Responsible for the administration and supervision of the Chemistry Section in the	2

	Water Quality Laboratory. Recommends changes to the operation and maintenance of the water system.	
Senior Biologist	Responsible for the administration and supervision of the Biology Section in the Water Quality Laboratory. Recommends changes to the operation and maintenance of the water system.	2
Water Systems District Manager (North)	Responsible for coordination of all Division construction and distribution system maintenance, including make recommendations for equipment and capital improvements.	2
Water Systems District Manager (South)	Responsible for coordination of all Division construction and distribution system maintenance, including make recommendations for equipment and capital improvements.	2
Water Systems District Manager (Emergency Services)	Responsible for coordination of all Division construction and distribution system maintenance, including make recommendations for equipment and capital improvements.	2
Senior Water Operations Supervisor (Alvarado)	Responsible for the operation and maintenance of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.	2
Senior Water Operations Supervisor (Otay)	Responsible for the operation and maintenance of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.	2
Senior Water Operations Supervisor (Miramar)	Responsible for the operation and maintenance of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.	2
Lakes Program Manager	Responsible for the operation and maintenance of the dams, reservoirs, and raw water transmission system. Oversees, directs, and administers the City Lakes Recreation Program.	2
Safety Manager	Supervise and administer overall department safety functions/activities.	2

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Supervising Public Information Officer	Responsible for the Division's public information and outreach efforts.	2
Consultant	As specified in contract.	3

WATER DEPARTMENT  
CONFLICT OF INTEREST CODE

APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

WATER RESOURCES AND PLANNING DIVISION

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Deputy Director	Responsible for oversight, direction and management of all Division activities included in this appendix.	1
Principal Water Resources Specialist	Responsible for selecting consulting firms and overseeing their work on water reliability planning and feasibility studies including but not limited to: pilot, demonstration and other complex water supply initiatives for groundwater and desalination projects. Negotiates or participates in negotiations of agreements with other water agencies. Responsible for the SB610/221 water supply assessments of development proposals.	2
Senior Water Resources Specialist	Formulates opinions and makes recommendations to the Division Deputy Director and/or Department Director regarding most appropriate position for the City on water policy issues; serves on numerous committees for the City of San Diego Water Department dedicated to water policy issues; monitors, reviews, and evaluates, programs and specific proposals developed by various agencies and others which could impact the reliability, price or quality of water supplies available in the City.	2
Senior Environmental Planner	Responsible for environmental, storm water and permit compliance activities for non-CIP projects; supervises the preparation, review and processing of environmental documents and permit applications, as well as implementation of mitigation monitoring, reporting programs and long-term habitat restoration plans; reviews and coordinates the environmental documents and policies of city departments, other agencies and private developers affecting Department resources and programs; coordinates habitat restoration and other resource protection on	2

Supervising Public Information Officer	<p>Water Dept-owned land.</p> <p>Responsible for leading public outreach and community involvement efforts associated with the Water Department's Water Resource and Planning division. Project work ranges from increasing local water supply such as water recycling and ground water development to water and reclaimed water rate increases. This position also provides back-up support duties to the Deputy Director, in responding to media inquiries and managing consultants hired to perform public outreach work for the department.</p>	2
Recycled Water Program Manager	<p>Manage and directs Department's water recycling program including: regulatory "on-site" field inspections and cross connection control, long-range planning and recycled water project development, feasibility studies, <i>engineering and plan checking for future</i> customer sites, marketing activities and consultant contracts. Negotiate, oversee, prepare or review agreements with other agencies or customers regarding the purchase of recycled water or recycled water system infrastructure. Develop or review participation agreements with water agencies, government entities or other utilities.</p>	1
Senior Civil Engineer (Recycled Water Program)	<p>Oversees in-house design, plan review and regulatory inspections (cross connection control) for the Recycled Water Program, as well as construction administration of recycled water retrofit projects. Perform public outreach and technical support to current and potential recycled water customers and manufacturers of cooling towers and pretreatment systems.</p>	2
Senior Civil Engineer (CIP Planning and Design Guidelines)	<p>Oversees water facilities masterplanning, 10% designs, prioritization, Engineering &amp; Capital Project Department's (ECP) Water CIP Execution, and design guidelines and standards. Ensures that both the operational perspective and long-term supply needs are incorporated in project scopes and reflected in CIP priorities.</p>	2

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	Prepares business case evaluations when projects have multiple feasible alternatives. Coordinates with the Business & Support Services' Financial Section to ensure that the CIP is consistent with program budgets.	
Senior Civil Engineer (Water Review and Hydraulic Modeling)	Oversees the new development ministerial and discretionary water reviews for Water Department infrastructure City-wide. In addition, this position oversees the Hydraulic Modeling and Pipeline Assessment groups and performs liaison responsibilities with Caltrans, Unified Port of San Diego, and other agencies.	2
CIP Program Manager	Responsible for planning and program management of the Water Department Capital Improvement Program (CIP). Planning includes hydraulic modeling, master planning, and development review. Program management includes determining the scope, scheduling, and budget of proposed CIP projects, as well as oversight of the Engineering Department's design and construction execution.	1
Sr Contracts Specialist	Prepares contract documents and specifications; Estimates construction costs and time requirements; Monitors consultant contracts; Negotiates scope of work; Ensures contract compliance; Provide functional supervision over contract design consultants	2
Consultant	As specified in contract.	3

**Water Department**  
**Statement of Economic Interest —**  
**Conflict of Interest Code**  
**Disclosure Categories**

Category	Schedule	Description
1	All	<p>All Investments and business positions in any business entity located in or doing business with the City.</p> <p>Income and gifts from sources located in or doing business with the City.</p> <p>Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.</p>
2	As Required	<p>Investments and business positions in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, that is granted authority by the City to use City facilities, or whose rates or charges for services are subject to approval by the City, or which is regulated by the California Public Utilities Commission or any of the federal regulatory agencies.</p> <p>Interests in real property owned or used by any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities, or whose rates or charges for services are subject to approval by the City, or which is regulated by the California Public Utilities Commission or any of the federal regulatory agencies.</p> <p>Income and gifts from any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities, or whose rates or charges for services are subject to approval by the City, or which is regulated by the California Public Utilities Commission or any of the federal regulatory agencies.</p>



<p>3</p> <p>(As Required)</p>	<p>As Required</p>	<p>Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:</p> <p>The Department Manager, Deputy Directors, or Assistant Deputy Directors may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Department Manager's, Deputy Director's, or Assistant Deputy Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.</p>
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**Water Department  
Conflict of Interest Code  
Disclosure Categories**

Category	Description
1	<p>All Investments and business positions in any business entity located in or doing business with the City.</p> <p>Income and gifts from sources located in or doing business with the City.</p> <p>Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.</p>
2	<p>Investments and business positions in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, that is granted authority by the City to use City facilities, or whose rates or charges for services are subject to approval by the City, or which is regulated by the California Public Utilities Commission or any of the federal regulatory agencies.</p> <p>Interests in real property owned or used by any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities, or whose rates or charges for services are subject to approval by the City, or which is regulated by the California Public Utilities Commission or any of the federal regulatory agencies.</p> <p>Income and gifts from any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities, or whose rates or charges for services are subject to approval by the City, or which is regulated by the California Public Utilities Commission or any of the federal regulatory agencies.</p>
3  (As Required)	<p>Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:</p> <p>The Department Manager, Deputy Directors, or Assistant Deputy Directors may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Department Manager's, Deputy Director's, or Assistant Deputy Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.</p>

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RESOLUTION NUMBER R-\_\_\_\_\_

DATE OF FINAL PASSAGE \_\_\_\_\_

RESOLUTION ADOPTING A REVISED CONFLICT OF  
INTEREST CODE FOR THE WATER DEPARTMENT

WHEREAS, Government Code sections 87300 and 87302 require local agencies to adopt conflict of interest codes designating positions that involve the making or participation in making of decisions which may foreseeably have a material effect on financial interests, and for each position, the financial interests which are reportable; and

WHEREAS, in compliance with Government Code section 87306.5, the City is in the midst of a required City-wide biennial review of all conflict of interest codes for which the City Council serves as code-reviewing body; and

WHEREAS, by Resolution R-303718 (approved by the City Council on May 20, 2008), the City Council directed every City department, agency, board and commission for which the City Council serves as code-reviewing body to make biennial reports and to update their conflict of interest codes as necessary; and

WHEREAS, as the City's code-reviewing body, the City Council finds it in the public interest to adopt the standard conflict of interest code promulgated by the California Fair Political Practices Commission [FPPC] in Regulation 18730, and hereby declares its intention to incorporate by reference the terms of FPPC Regulation 18730 and any amendments to that regulation duly adopted by the FPPC as part of each conflict of interest code for which the City Council has responsibility; and

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WHEREAS, by Resolution No. R-302209, the City Council on December 5, 2006, approved a revised Conflict of Interest Code for the Water Department; and

WHEREAS, the Water Department now seeks to revise its conflict of interest code to include new positions not previously designated, remove positions previously designated but now more appropriately included in another department's code, update required filing categories for designated positions, and make formatting changes to the disclosure categories; and

WHEREAS, the City Council concurs that a revised Conflict of Interest Code be adopted for the Water Department; and

WHEREAS, Government Code section 87303 provides that when a proposed conflict of interest code or amendment is approved by the code-reviewing body, it shall be deemed adopted, and, accordingly, this resolution is not subject to veto by the Mayor; NOW THEREFORE,

BE IT RESOLVED, by the Council of the City of San Diego, that a Conflict of Interest Code for the Water Department is hereby adopted, consisting of standard language embodied in title 2, section 18730 of the California Code of Regulations, and any amendments to that regulation duly adopted by the Fair Political Practices Commission, with Appendix A showing designated positions and their duties, and Appendix B showing the disclosure categories.

BE IT FURTHER RESOLVED, that a copy of Appendix A and Appendix B to the Conflict of Interest Code for the Water Department as adopted be placed on file in the Office of the City Clerk as Document No. RR-\_\_\_\_\_.

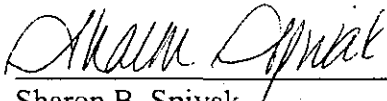
BE IT FURTHER RESOLVED, that the persons whose positions are designated in the revised Conflict of Interest Code for the Water Department shall file their statements of economic interest with the City Clerk in compliance with the schedule set forth in Government

Code section 87302(b) and Fair Political Practices Commission Regulation 18730, or any amendments thereto, which set forth the deadlines for the filing of initial statements, assuming office statements, annual statements and leaving office statements.

BE IT FURTHER RESOLVED, that the statements of economic interest filed by designated persons be retained by the Office of the City Clerk and be made available for public inspection and reproduction.

BE IT FURTHER RESOLVED, that the Conflict of Interest Code for the Water Department becomes effective upon the date of adoption of this resolution.

APPROVED: MICHAEL J. AGUIRRE, City Attorney

By   
Sharon B. Spivak  
Deputy City Attorney

SBS:als  
11/07/08  
Or.Dept:Water  
R-2009-382